

Southern & Western Wyoming Type 3 IMT Operations Guide 2012

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Standard Operating Procedures:

1. There will be 3 permanent Type 3 teams formed within the dispatch area. The teams will be dispatched from their respective dispatch centers. They will be on a two week rotation beginning in late-June and ending in late September. If a team is assigned during its rotation period, the next team in rotation does not come up. Requests for additional type 3 teams will be filled from the cadre list or other availability lists in the dispatch centers. During planning level 5, the dispatch centers should contact members on the cadre list to determine availability for a team commitment of one week rotations for a second and third team. These teams will be configured the same as the permanent teams, as available resources permit.
2. In the case of C&GS positions that are identified as shared, a clear decision will be made prior to a team's on-call period which individual will be filling the position for that time. This will be made on the Friday before the on-call period conference call with the ICs, dispatch centers, and FMOs. The ICs for that on-call period will inform the dispatch centers as to the full roster for that period.
3. When using a Type 3 organization or incident command organization, a manager must avoid using them beyond the Type 3 complexity level. Current incident complexity guidelines (such as those in the Red Book) will be utilized to determine incident complexity. Circumstances may exist where a transition to a type 1 or 2 team is necessary and the Type 3 team must manage the incident until the transition can take place.
4. A Type 3 IC or OSC will not serve concurrently as a single resource boss or have any non-incident related collateral duties. The IC will be responsible for command and general staff positions not filled.
5. Trainee assignments will be utilized as much as possible during these local incidents. The IC will determine how many and what positions will have trainees assigned. Other trainee positions will be considered and filled on a case by case basis.
6. An approved Incident Action Plan (IAP) will be developed for operational activities on the incident. As appropriate an IAP may be developed to cover multiple operational periods.
7. An operational briefing will be completed for all incoming resources and before each operational period. Refer to the current Incident Response Pocket Guide for outline.
8. The Incident Commander is responsible to establish a clear chain of command.
9. The IC in conjunction with the Command and General Staff will ensure roles and responsibilities are clearly understood. The IC should delegate and clarify assignments to other team members and personnel. The IC is responsible to ensure that span of control is not exceeded on the incident for all positions.

10. Ordering of operational resources will typically be handled by the IC or Operations, directly through the responsible dispatch center. Based on team configuration the IC will determine who is responsible for ordering supplies and support personnel, typically this will be delegated to Logistics, but may be handled by other functional positions.
11. The IC, Operations and Logistics must work closely to ensure ordering is consolidated and orders placed in a timely fashion. Dispatch needs to notify the team if resource and supply ordering procedures are becoming a burden on the dispatch center operations.
12. The local duty officer should monitor the incident's impacts on the dispatch center operations to consider activating expanded dispatch when necessary. Should expanded dispatch be activated close coordination is necessary between personnel on the incident, dispatch, expanded dispatch, and the local procurement and cache personnel to ensure orders are placed correctly and adequate documentation is available after incident personnel are demobilized.
13. Procedures for ICS-209's and spot weather forecast requests need to be clarified with dispatch in the initial stages of team mobilization. The IMT is responsible for submittal of an ICS-209 daily. Submittal of a 209 update will occur as required by dispatch workload timeframes, taking into account communications capability from personnel on the incident. Ideally spot weather requests will occur early in an operational period.
14. If an incident will require 24 hour staffing a clear definition of who will assume the IC role and other chief and group positions during the night shift needs to be determined. The minimum qualification level of these individuals needs to be determined well in advance of the shift change. Structure of the relief organization for a night shift should fit the complexity anticipated for nighttime management of the incident. The IC will determine this and should discuss possibilities with the appropriate Duty Officer and/or Agency Administrator.
15. The IC and Agency Administrator (or their specified representative) will schedule daily briefings to cover the day's events. These briefings can be in a format mutually agreed to by the IC and Agency Administrator.
16. The IC is granted authority to modify team structure to meet his/her needs as long as agency policy is adhered to.
17. The Plans Section Chief is responsible for preparing the final documentation in accordance with the guidelines given in IMT Instructions for Fire Incident Records Management in Appendix B.

18. The Finance Section Chief is responsible for preparing the final documentation in accordance with the guidelines given in Wyoming Type 3 Finance Package Guidelines in Appendix D.
19. The IC trainee position will be filled according to the priority listing under the position listing in the cadre listing. If the first trainee is unavailable to take the assignment, the second person on the list will be notified to fill the position for that call out period.

2012 Type III IMT Rotation

The two-week on-call period runs from 0001 hours MDT on Sunday to 2400 hours MDT on Saturday.

Team	Availability Dates
1	6/24-7/7
2	7/8-21
3	7/22-8/4
1	8/5-18
2	8/19-9/1
3	9/2-15

IMT Rosters - 2012

Team 1 – June 24- July 7 and August 5-18, 2012

Position	Name	Home Unit
ICT3	Paul Hutta (shared) Mark Randall (shared) Justin Kaber (shared)	WY-BTF WY-BTF WY-BTF
ICT3 (T)	See Cadre listing	
Operations	Dustin Widmer (shared) Ben Renfro (shared)	WY-HHD WY-HHD
Division	Greg Reser Phillip Lockwood Jim Ramierz	WY-HHD WY-HHD WY-BTF
Plans	Wayne Petsch	WY-GTP
Logistics	Tray Hall	WY-BTF
Finance	Carol Harwood	WY-HHD
Safety		
Information		

Team 2 –July 8-21 and August 19 – September 1, 2012

Position	Name	Home Unit
ICT3	Michael Johnston (shared)	WY-BTF
	Mike Spilde (shared)	WY-HDD
ICT3 (T)	See Cadre listing	
Operations	Scott Davis	WY-ALX
Division	Derrick Youngerman	WY-HDD
	Willy Watsabaugh	WY-TEX
	Shane Dodd	WY-BTF
Plans		
Logistics	Steve LaRosa	WY-GTP
Finance	Molly Keating	WY-HDD
Safety		
Information	Shelley Gregory	WY-HDD

Team 3 – July 22- August 4 and September 2-15, 2012

Position	Name	Home Unit
ICT3	Bill Neckels (shared)	WY-BTF
	Steve Markason (shared)	WY-BTF
ICT3 (T)	See Cadre listing	
OPS	Chris Havener	WY-BTF
Division	Cody McFarland	WY-BTF
	Anthony Rojo	WY-BTF
Plans		
Logistics	Dana Stone	WY-WYS
Finance	Gloria Thomas	WY-SUX
Safety	Bill Shields	WY-BTF
Information	Lauren McKeever	WY-HDD

Delegation of Authority Checklist for Type 3 IC's

The assigned ICT3 shall be formally delegated authority to manage the incident by the respective agency administrator (Forest Supervisor, Field Area Manager, District Ranger, Park Superintendent, County Fire Warden, Refuge Manager, etc.) for which they are working.

Delegations may differ between agencies* but the following items should be considered in receiving a delegation of authority.

- ☐ Is the incident complexity analysis complete, accurate, and up-to-date, and does it support the assignment of a Type 3 Incident Management Team?
- ☐ Is the selected management strategy clear and have a reasonable chance at success?
- ☐ Are specific geographic bounds given as part of your management strategy?
- ☐ Are the following functions being assumed by the local unit? (i.e. someone is specifically assigned to each of these roles)
 - Resource Advisor,
 - Public Information,
 - Finance/Procurement,
 - Agency Representative
- ☐ Are the limits of your authority clearly stated?
- ☐ Will the Agency Administrator (AA) retain approval for authorization of shifts greater than 16 hours or is that delegated to the IC?
- ☐ Can you place resource orders directly with the local dispatch center?
- ☐ What level of contact is the AA expecting (daily, more or less frequently?) Are there other non-routine events (injuries, evacuations...) that would trigger immediate notification to the AA?
- ☐ Who will be representing the AA at daily planning meetings?
- ☐ What level of documentation does the home unit expect upon IMT demobilization?
- ☐ Are specific turnback standards going to be developed to guide transition back to local unit management?

* The Interagency Standards for Fire and Fire Aviation Operations (Red Book) typically includes a sample Delegation of Authority in the appendices.

